

Department of Permitting and Environmental Review (Permitting)

35030 SE Douglas Street, Suite 210 • Snoqualmie, Washington 98065-9266 • 206-296-6600 • TTY Relay: 711

Fee Appeal Process

Permitting Customer
Information Bulletin #**57**

• FREQUENTLY ASKED QUESTIONS •

*Visit the Permitting Web site at
www.kingcounty.gov/permits
for more information*

King County Permitting has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult King County staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.

For alternate formats, call 206-296-6600.

In February 2008, the King County Council adopted legislation to allow applicants to appeal the Department of Permitting and Environmental Services (Permitting) fee estimates and billings. The new procedures took effect March 17, 2008.

Appeals of Permitting fee estimates and billings

- Permitting will provide a Notice of Completion when it has completed all review and inspections on a project. The appeal of Permitting billings must be initiated within 21 days after the date the Notice of Completion is mailed.
- If an applicant does not dispute or appeal estimates or billings within the time limits established by the King County Council, the Hearing Examiner cannot consider the appeal.
- In proceedings before the Hearing Examiner, the applicant must demonstrate that the fee or billing was unreasonable or inconsistent with the King County Fee Code (KCC Title 27).
- All decisions by the Hearing Examiner are final.

I. Fee estimate appeal process

- The applicant must dispute the fee estimate/revision in writing within 17 days after fee estimate/revision letter is **mailed** to the applicant.
- If the Director's decision is a partial or full denial of the dispute, the applicant must file a combined notice and statement of appeal and a \$50 appeal fee with Permitting within 17 days after the Director's decision is **mailed**.
- The Hearing Examiner will conduct a 'closed record hearing' and may affirm, modify, or refer the matter back to Permitting. If the Hearing Examiner determines that the Applicant is the 'substantial prevailing party', the \$50 fee will be refunded.

II. Billing appeal process – Non Project Management invoices

- Prior to filing an appeal on a non project management invoice billing, an Applicant must first complete and submit a fee waiver request to Permitting.
- If the decision on a fee waiver request results in a partial or full denial of the fee waiver request, the Applicant may appeal the decision to the Hearing Examiner by filing a combined Notice and Statement of Appeal and a \$50 appeal fee with Permitting within 21 days after the date the fee waiver decision is **mailed** to the Applicant.
- The Hearing Examiner will conduct an 'open record hearing'. The Hearing Examiner may affirm, modify, or refer the matter back to Permitting to adjust the billing. If the Applicant is the 'substantial prevailing party', the \$50 appeal fee is refunded.

III. Billing appeal process – Project Management statements

- To appeal charges billed on a project management statement, the Applicant must file a combined Notice and Statement of Appeal and a \$50 appeal fee with Permitting within 21 days after the Notice of Completion is **mailed**.
- If Permitting fully grants the billing appeal, Permitting will notify the Hearing Examiner to dismiss the appeal and will refund the \$50 appeal fee to the Applicant. Permitting will also adjust the billing.
- If Permitting partially or fully denies the appeal, the Hearing Examiner will conduct an 'open record hearing'. The Hearing Examiner may affirm, modify, or refer the matter back to Permitting to adjust the billing. If the Applicant is the 'substantial prevailing party', the \$50 appeal fee is refunded.

For more information

For questions or more information about the fee appeal process, call **206-296-6659** or e-mail **billinghotline.ddes@kingcounty.gov**.

Be sure to visit our Web site at:
www.kingcounty.gov/permits



King County complies with the Americans with Disabilities Act (ADA). If you require an accommodation to attend a meeting (two weeks' notice) or require this information in Braille, audiocassette, or large print, please call 206-296-6600 or TTY Relay: 711.

